

**ATTACHMENT A - DEPARTMENT ORDER 909  
INMATE STORE/PROPERTY LIST**

AUTHORIZED STORE LIST	<b>Inmate Populations</b> Level 5 Unit is to include: SMU I (Double Bunk A30 and Sex Offenders), Central Unit and SMU II Death Row No store privileges for Intake inmates at Reception Centers/Units					<b>SMU I</b> (including DI 67) <b>SMU II</b>  <b>SMA's</b>  <b>Disciplinary Isolation</b>
<div data-bbox="323 237 1247 284"> <b>ITEM</b>  (All items/products subject to availability. Product style, color, packaging, size, weight, characteristics, etc. may vary) </div> <div data-bbox="54 313 1207 380"> Inmates entering the ADOC from other jurisdictions with personal property shall be authorized to retain any property item which complies with the specifications and requirements of that property item as authorized in current policy. The property item shall be examined by qualified staff and approved by the Deputy Warden of the Unit. </div> <div data-bbox="54 409 1224 475"> Female inmates, in Intake/Reception status, are authorized store privileges for the purchase (or debit of their account, if they have had no money placed on deposit) of panties, over-the-counter medications, health and hygiene items only (this is not to include food, Amake-up® and other items not qualifying under the categories listed). </div>	Level 2 Unit	Level 3 Unit	Level 4 Unit	Level 5 Unit	CDU/CB6 Detention Status	

GROCERIES							No Auth orizat ion of Groc ery Items *
Artificial Sweetener	1 Box	1	1	1	1		
Bread (2 varieties) white & wheat	16 oz. & 24 oz.	2	2	1	1		
Bagels	24 oz.	2	2	1	1		
Tortillas		2	2	1	1		
Candy, Bagged (up to 6 varieties)	Up to 4.5 (Small)	6	6	4	3		
Candy, Bagged - SUGAR FREE (up to 6 varieties)	Up to 4.5 (Small)	6	6	4	3		
Candy Bars (up to 8 varieties) (Must include Granola/Health/Nutrition bar; 1 at Level 4, 2 at Levels 2/3)	Single (Small)	10	8	4	3		
Chips (up to 6 varieties) (2 sizes)	Up to 8 oz. & up to 16 oz.	10	8	4	3		
Popcorn - pre-popped (2 varieties: plain and butter)	Up to 8 oz.	6	6	4	3		
Cocoa Mix, Instant	Up to 10 oz.	2	2	2	1		
Coffee, Folgers		2	2	2	1		
Coffee - Instant (Regular, Decaffeinated)	Up to 3 oz.	6	5	4	3		
Creamer (Non-dairy) (packets only)	Single Serving	14	14	10	7		
Cookies (up to 6 varieties)	Up to 10 oz.	5	5	2	1		
Cookies (Sugar Free) (up to six varieties)	Up to 10 oz.	5	5	2	1		
Crackers (up to 6 varieties)	Up to 2 oz.	6	5	4	3		

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<b>Crackers (up to 6 varieties)</b>	Up to 16 oz.	5	4	2	1	1	
<b>Cupcakes/Donuts (up to 8 varieties)</b>	Single Serving (up to 11 oz.)	6	5	4	3	3	
<b>Cupcakes/Donuts (up to 8 varieties)</b>	Up to 21 oz. pkg.	5	4	2	1	1	
<b>Cupcakes/Donuts/Pastry - SUGAR FREE</b>	Single Serving (up to 11 oz.)	6	5	4	3	3	
<b>Cupcakes/Donuts/Pastry SUGAR FREE</b>	Up to 21 oz. pkg.	5	4	2	1	1	*
<b>Cup-O-Soup 3 varieties: beef, chicken, (vegetable - no animal products)</b>	1 ea	12	12	0	0	0	
<b>Ice</b>	(Max 10 lbs) 1 Bag	4	4	4	2	0	
<b>Ice Cream Bar (No stick)</b>	Single	6	4	0	0	0	
<b>Bottled Water (Plastic bottle only)</b>	Up to 20 oz. *No bottled water at Central Unit	24	18	6	4*	4	
<b>Soda (Plastic bottle ONLY) (6 Flavors: minimum of 2 flavors must be in regular and diet version; one flavor to be diet caffeine-free version)</b>	Up to 20 oz. *No soda at Central Unit	24	18	6	4*	4	
<b>Milk, powdered</b>		2	2	2	1	1	
<b>Peanut Butter (2 varieties; smooth &amp; chunky)</b>	12 oz.	2	2	2	1	1	
<b>Squeeze cheese</b>		14	14	14	14	14	
<b>Jalapenos</b>		2	2	2	1	1	
<b>Mayonnaise pkts</b>		28	18	12	6	0	
<b>Picante Sauce (2 varieties; hot &amp; regular)</b>	Single Serving	10	10	10	10	10	
<b>Picante Sauce (2 varieties; hot &amp; regular)</b>	Up to 10 oz.	2	2	2	1	1	

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<b>Powdered Drink (3 varieties; orange, lemonade, punch)</b>	Up to 24 oz.	2	2	2	1	1	
<b>Tuna, soft package/pouch</b>	Up to 6 oz.	8	6	4	2	0	
<b>Summer sausage</b>		6	5	4	3	0	
<b>Beans-in-a-bag</b>		6	5	4	3	0	
<b>Beef stew/soup</b>		4	3	2	1	0	
<b>Roast Beef, soft package/pouch</b>	Up to 5 oz.	10	8	6	4	0	
<b>Chicken, soft package/pouch</b>	Up to 6 oz.	8	6	4	2	0	
<b>OVER THE COUNTER MEDICATIONS</b>							
<b>DIGESTIVE AIDS</b>							
Chewable antacid tablets - magnesium hydroxide	Roll	2	2	2	2	2	0
Chewable antacid tablets - calcium supplement	Roll	2	2	2	2	2	0
Liquid antacid	(Up to 12 oz.)	2	2	2	2	2	0
Kaolin Pectin anti-diarrheal	8-12 oz.	2	2	2	2	2	0
Magnesium Hydroxide	(Up to 12 oz.)	2	2	2	2	2	0
Unflavored laxative tablets	8-10 ct	2	2	2	2	2	0
Psyllium Mycelioid Resin	(Up to 13 oz.)	2	2	2	2	2	0
Cimetidine tablets 200 mg	12-24 ct	2	2	2	2	2	0
<b>Cough, Cold, Allergy Medications</b>							
Chloreniramine tablets, 4 mg	12-24 ct	2	2	2	2	2	0
Saline nasal spray	2 oz.	2	2	2	2	2	0
Sore throat spray - phenol-non-alcoholic	1.5 oz.	2	2	2	2	2	0
Guaifensin Non-alcohol formula cough syrup	4-8 oz.	2	2	2	2	2	0
Dextromethorphan cough suppressant lozenges	(Up to 30 ct)	2	2	2	2	2	2
Sore throat lozenges - benzocaine	(Up to 30 ct)	2	2	2	2	2	2

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<b>Pain and Fever Relievers</b>							
Acetaminophen Tablets 325 mg.	12-24 ct.	2	2	2	2	2	2
Ibuprofen Tablets 200 mg.	12-24 ct.	2	2	2	2	2	2
Aspirin 325 mg.	12-24 ct.	2	2	2	2	2	2
<b>Skin Creams, Ointments, Cleaners</b>							
Hydrocortisone 0.5 % cream	25-30 g (Tube)	2	2	2	2	2	0
Triple Antibiotic Ointment	25-30 g (Tube)	2	2	2	2	2	0
Tolnaftate 1% antifungal cream	12-15 g (Tube)	2	2	2	2	2	0
Analgesic Greaseless Balm	2 oz. (Tube)	2	2	2	2	2	0
Benzoyl Peroxide Acne Ointment	2 oz. (Tube)	2	2	2	2	2	0
Benzoyl Peroxide Acne Soap	Bar (Small)	2	2	2	2	2	0
Hemorrhoidal Ointment	1 oz. (Tube)	2	2	2	2	2	0
Antiseptic hemorrhoidal Cleaning Pads	50 ct.	2	2	2	2	2	0
Clotrimazole, yeast infection cream (Female inmates at ASPC- PV and ASPC-Tucson SACRC only)	45 g (Tube)	1	1	1	1	1	0
<b>Vitamins</b>							
Adult Multi-Vitamin Tablets	30-60 ct.	2	2	2	2	2	2
Adult Multi-Vitamin with Mineral and Iron	30-60 ct.	2	2	2	2	2	2
Vitamin C (500 mg.)	(Up to 100 ct.)	2	2	2	2	2	2
Vitamin E (400 iu)	(Up to 100 ct.)	2	2	2	2	2	2
<b>GAMES/NOVELTIES</b>							
Cards							
Poker	1 ea.	1	1	1	1	1	0
Pinochle	2 ea.	2	2	0	0	0	0
<b>Checkers/Chess - Combo set with Board</b>		1 ea.	1	1	0	0	0
<b>Dominos Set</b>		1 ea.	1	1	0	0	0
<b>CLEANSERS</b>		ALSO; 6 packets are authorized in those units where inmates do their own laundry					
<b>Detergent - Laundry - NOT TO BE SOLD IN UNITS WITH A CENTRALIZED LAUNDRY</b>		6	4	4	0	0	0
(Single load size)							

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PERSONAL HYGIENE						
After Shave Lotion - Alcohol Free	(Up to 4 oz.) (Small)	2	2	2	2	0
Antifungal Medicated Foot Powder	(Up to 4 oz.)	2	2	2	2	2
Clipper, Nail - Finger Size (No file)	1 ea.	1	1	1	0	0
Cotton Swabs	(Up to 90 ct.)	2	2	2	2	0
Band Aids	1 pkg.	1	1	1	1	1
Dental Flosser Pick	1 pkg. (Up to 100 ct.)	1	1	1	0	0
Plaque Remover (wooden)(Sitm-U-Dent or equivalent brand)	5 ct. pkgs.	1	1	1	1	0
Denture Cleaner Tablets	20 ct.	2	2	2	2	2
Denture Adhesive Pad (Sea-Grip or equivalent brand)						
Upper Pad	1 box/20	1	1	1	1	1
Lower Pad	1 box/20	1	1	1	1	1
Denture Adhesive Cream/Paste	(Up to 4 oz.)	2	2	2	2	2
Denture/Nail Brush (maximum 3 2", Oval plastic grip - no handle)(Jonel or equivalent style)	1 ea.	1	1	1	1	1
Denture Cup (Plastic)	1 ea.	1	1	1	1	1
Deodorant (Up to 2 varieties)(Must include one type hypo-allergenic)	(Up to 3 oz.)	2	2	2	2	2
Lip Balm/Ointment - Unflavored	(Up to 0.2 oz.)	2	2	2	2	2

CONTACT LENS CLEANING SOLUTIONS							
Soft Lens	Multi Solution	12 oz.	2	2	2	2	
	Daily Cleaner	30 ML	2	2	2	2	

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<b>Hard Lens</b>	<b>Conditioning Solution</b>	120 ML	2	2	2	2	2	2
	<b>Cleaning Solution</b>	30 ML	2	2	2	2	2	2
	<b>Rewetting Drops</b>	.5 oz.	2	2	2	2	2	2
<b>Lens Storage/Carrying Case 9 used for hard and soft lenses)</b>		1 ea.	1	1	1	1	1	1
<b>Eye Drops - Lubricating (dry eyes) (Artificial Tears or equivalent)</b>		0.5 oz.	2	2	2	2	2	2
<b>Shaving Powder - Depilatory (Up to 2 strength/varieties)</b>		(Up to 6 oz.)	2	2	2	2	2	2
<b>Non-Alcohol Formula Mouth Wash</b>		(Up to 6 oz.)	2	2	2	2	2	2
<b>Skin Cream - Greaseless, (Noxema or equivalent) Plastic Container or Tube</b>		1 ct. (Small)	1	1	1	1	1	0
<b>Razor - Disposable</b>		5 ct. *Central Unit only	2	2	2	2*	0	0
<b>Shave Cream, Brushless - Regular (Tube)</b>		(Up to 4.75 oz.)	2	2	2	2	2	2
<b>Skin Lotion (Up to 2 varieties; Must include one hypo-allergenic)</b>		(Up to 4 oz.) (Small)	1	1	1	1	1	1
<b>Soap - Bar</b> (3 varieties; Must include 1 dry skin/moisturizing, 1 hypo-allergenic and 1 Regular/Anti-Bacterial)		(Small)	2	2	2	2	2	1
<b>Sunblock (Minimum of SPF 30)</b>		(Up to 4 oz.)	2	2	2	2	2	0
<b>Tetrahydalazine Eye Drops</b>		0.5 oz.	2	2	2	2	2	0
<b>Tissue, Bathroom -1 ply</b>		4 Roll	1	1	1	0	0	0
<b>Tissue, Facial (Kleenex or equivalent)</b>		(Personal size package)	4	4	4	0	0	0
<b>Toothbrush (Mini)</b>		1 ea. (Small)	1	1	1	1	1	1
<b>Toothpaste (Up to 3 varieties) (Includes Tarter Control, Sensitive Teeth, Other/Regular)</b> *Clear-container (tube) toothpaste only		(Up to 4 oz.)	2	2	2	*2	*2	*2

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WOMEN-S PERSONAL							
Emery Boards	12 ct.	1	1	0	0	0	0
Sanitary Napkins	1 ea.	24	24	24	24	24	24
Tampon (Up to 2 varieties, such as Regular, Super)	1 ea.	24	24	24	24	24	24
MAKE-UP (FEMALES ONLY)							
Blush (Up to 4 shades)	1 ea.	2	1	1	1	0	0
Eye Liner (Up to 2 colors, black or brown)	1 ea.	2	1	1	1	0	0
Eye Shadow (Up to 4 colors)	1 ea.	2	1	1	1	0	0
Eyebrow Pencil (Up to 3 colors/shades, black, medium brown or light brown)	1 ea.	2	1	1	1	0	0
Face Powder (Up to 4 shades)	1 ea.	2	1	1	1	0	0
Lipstick (Up to 4 colors)	1 ea.	2	1	1	1	0	0
Liquid Foundation (Up to 4 shades)	1 ea.	2	1	1	1	0	0
Mascara (Up to 2 colors, black or brown)	1 ea.	2	1	1	1	0	0
Makeup applicator	pkg	1	1	1	1	0	0
HAIR CARE PRODUCTS							
Barrettes (Female Inmates Only) (No Metal, White Only)	(Up to 2 in.) 1 ea.	4	4	2	2	2	2
Combs (Nylon or Hard Rubber up to 3 types; up to 5" pocket, short pick, wide tooth)	1 ct.	1	1	1	1	1	1
Conditioner (Up to 2 varieties)	Up to 4 oz.	2	2	2	2	2	2
Conditioner (Up to 2 varieties)	Up to 16 oz.	2	2	2	2	0	0

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<b>Hair Brush (Up to 2 varieties)(All plastic)</b>	(*Flexible plastic palm brush only)	1 ct.	1	1	1	*1	*1	*1
<b>Hair Dressing/Grease</b> (3 varieties such as Protein 29, Alberto VO 5, Royal Crown Pomade, Tres Flores or equivalent)(Suitable to satisfy the needs of diverse and varied hair types and appropriate for different ethnic/cultural applications)(Small)			2	2	2	2	2	2
<b>Ponytailers (Up to 2 varieties)(No metal, Black Only)</b>		1 pkg. (Small)	1	1	1	1	1	1
<b>Shampoo (Up to 2 varieties; Regular, Dandruff)</b>		Up to 4oz.	2	2	2	2	2	2
<b>Shampoo (Up to 2 varieties; Regular, Dandruff)</b>		Up to 16 oz.	2	2	2	2	0	0
<b>Curl Gel Activator</b>		(Up to 4 oz.)	2	2	2	2	2	2
<b>Curl Gel Moisturizer</b>		(Up to 8 oz.)	2	2	2	2	2	2
<b>Curl Gel Pomade</b>		(Up to 4 oz.)	2	2	2	2	2	2
<b>Finishing Lotion</b>		(Up to 16 oz.)	2	2	2	2	2	2
<b>Finishing Mist</b>		(Up to 16 oz.)	2	2	2	2	2	2
<b>Conditioning Relaxer (no lye, non-caustic)</b> (Authorized for Male and Female Inmates)		(Small)	2	2	2	2	0	0
<b>STATIONERY SUPPLIES</b>								
<b>Address Book</b>		1 ea.	1	1	1	1	1	1
<b>Brief Cover - 3 Prong (82x11)</b>		1 ea.	1	1	1	0	0	0
<b>Dictionary, Pocket</b>		1 ea.	1	1	1	1	1	1
<b>Envelopes - Letter</b> (Pre-printed with INMATE Return Address ONLY) If additional envelopes are needed prior to the next authorized shopping day, make the request to your assigned CO III using an Inmate Letter			20	20	20	20	20	20
<b>Envelopes - Manilla (10x13 in.)</b> (Pre-printed with INMATE Return Address ONLY)If additional envelopes are needed prior to the next authorized shopping day, make the request to your assigned CO III using an Inmate Letter			6	6	6	6	6	6



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<b>File Folders - Letter Size</b>		3	3	3	3	3	3
<b>File Folders - Legal Size</b>		1	1	1	1	1	1
<b>Greeting Cards</b>		10	10	10	10	10	10
<b>Pencil Sharpener, plastic, no removable parts</b>	1 ea.	1	1	1	0	0	0
<b>Pencil #2 (GOLF STYLE PENCIL ONLY)</b>		3	3	3	3	3	2
<b>Pencil Eraser, Rectangular, Pink Pearl type, small size</b>	1 ea.	1	1	1	1	1	1
<b>Pens - Medium (No Metal Filers) (BLACK ONLY (Clear Plastic) (SMUs, CB6, CDUs, FILLER ISSUED ONLY)</b>		3	3	3	3	3	1
<b>Postcards (pre-posted, no stamps required)</b>		10	10	10	10	10	10
<b>Pushpins, clear colored plastic head</b>	1 bx/pkg	1	1	1	0	0	0
<b>Stamps - Postage</b>	Current First Class rate, to include stamp increments for the first ounce and additional ounces for domestic mail and stamp denominations and increments for First Class mail to Mexico, Canada and overseas mail. If additional stamps are needed prior to the next authorized shopping day, make the request to your assigned CO III using an Inmate Letter	20	20	20	20	20	20
<b>Storage Boxes -</b>	Legal (172x10.25x112 in.) (Must not exceed 20 lbs. Per box filled) (Excess of 3 legal boxes, filled, will be stored by ADC)	3	3	3	3	3	3
<b>Calendar (Not to exceed 12x12 in., OPENED) (No Pictures) (NO Metal Binding)</b>	1 ea.	1	1	1	1	1	1
<b>Photo Album -</b>	(Not to exceed 12x14 in., OPENED, nor 1" thick when closed) (No Nudes) (No Metal Binding)	1	1	1	1	1	1
<b>Typewriter Paper - Special Order, for inmates possessing a typewriter</b>	(Pkg of up to 100 sheets) 1 ea.	1	1	1	1	1	1
<b>Thumbtacks, silver colored metal head</b>	1 bx/pkg	1	1	1	0	0	0

**ATTACHMENT A - DEPARTMENT ORDER 909  
INMATE STORE/PROPERTY LIST**

AUTHORIZED STORE LIST		Inmate Populations					SMU I (including DI 67) SMU II  SMAs  Disciplinary Isolation
ITEM  (All items/products subject to availability. Product style, color, packaging, size, weight, characteristics, etc. may vary)		Level 5 Unit is to include: SMU I (Double Bunk A30 and Sex Offenders),Central Unit and SMU II Death Row No store privileges for Intake inmates at Reception Centers/Units					
Inmates entering the ADOC from other jurisdictions with personal property shall be authorized to retain any property item which complies with the specifications and requirements of that property item as authorized in current policy. The property item shall be examined by qualified staff and approved by the Deputy Warden of the Unit.		Level 2 Unit	Level 3 Unit	Level 4 Unit	Level 5 Unit	CDU/CB6 Detention Status	
Female inmates, in Intake/Reception status, are authorized store privileges for the purchase (or debit of their account, if they have had no money placed on deposit) of panties, over-the-counter medications, health and hygiene items only (this is not to include food, Amake-up® and other items not qualifying under the categories listed).							

<b>Writing Pad - White (82x11 in.)</b> (No Metal)	1 pad	2	2	2	2	2	2
<b>MISCELLANEOUS</b>							
<b>Batteries - AAA, AA, C, D &amp; 9 volt sizes (watch battery by special order, 1 for 1)</b>	(Pkg of up to 4) 1 ea.	<b>Quantity is as needed for appliances in inmate-s possession.</b>					
<b>Lighter - Disposable (Clear Plastic ONLY) (No Tokai type)</b>	1 ea.	1	1	1	0	0	0
<b>Bowl, plastic</b>		1	1	1	1	0	0
<b>Plastic Spoon, Teaspoon size, max 6" length, white</b>	1 ea.	1	1	1	1	0	0
<b>Adapter (mono/stereo) - for headphones/earbuds</b>		1	1	1	1	1	1
<b>Headphones - Stereo, (Non-metal headband) (C" jack, maximum 8' cord)</b>	1 ea.	1	1	1	1	1	1
<b>Mirror - 6" (Plastic)</b>	1 ea.	1	1	1	1	0	0
<b>Shoelaces - (White ONLY) (Up to 54 in.)</b>	*Central Unit Only 1 pr.	2	2	2	2*	0	0
<b>Shower Shoes (No Toe Separator)</b>	1 pr.	1	1	1	1	1	1
<b>Sunglasses - Non-Reflective (Value Not to Exceed \$10.00)(All plastic frame or clip-on type)</b>	1 ea.	1	1	1	0	0	0
<b>Alarm Clock, (wind-up or battery operated, No AC powered)</b>	1 ea.	1	1	1	1	0	0
<b>Desk Lamp Bulb (replacement, for AC powered lamps)</b>		1	1	1	1	0	0
<b>REMOVE - Can Opener, no handle</b>	1 ea.	0	0	0	0	0	0
<b>Eyeglasses - Prescription (All Plastic Frame)(Personal, upon initial intake/reception ONLY)</b>	1 ea.	2	2	2	2	2	2
<b>Contact Lens - Prescription, non-tinted/colored (Personal, upon initial intake/reception ONLY)</b>	1 ea.	1	1	1	1	1	1
<b>Ice Chest (Styrofoam)(No Handles)</b>	(Up to 12 qt.)	1	1	1	1	0	0
<b>Padlock (Master Key Override)(Statewide)</b>	1 ea.	1	1	1	0	0	0

**ATTACHMENT A - DEPARTMENT ORDER 909  
INMATE STORE/PROPERTY LIST**

AUTHORIZED STORE LIST		Inmate Populations					SMU I (including DI 67) SMU II  SMAs  Disciplinary Isolation
ITEM  (All items/products subject to availability. Product style, color, packaging, size, weight, characteristics, etc. may vary.)  Inmates entering the ADOC from other jurisdictions with personal property shall be authorized to retain any property item which complies with the specifications and requirements of that property item as authorized in current policy. The property item shall be examined by qualified staff and approved by the Deputy Warden of the Unit.  Female inmates, in Intake/Reception status, are authorized store privileges for the purchase (or debit of their account, if they have had no money placed on deposit) of panties, over-the-counter medications, health and hygiene items only (this is not to include food, Amake-up® and other items not qualifying under the categories listed).		Level 5 Unit is to include: SMU I (Double Bunk A30 and Sex Offenders),Central Unit and SMU II Death Row No store privileges for Intake inmates at Reception Centers/Units					
		Level 2 Unit	Level 3 Unit	Level 4 Unit	Level 5 Unit	CDU/CB6 Detention Status	

<b>Soap Dish (Clear Plastic)</b>	1 ea.	1	1	1	1	1	1
<b>Tumbler (Plastic) (No lids) Up to 16 oz.</b>	1 ea. *Central Unit and SMU I Non-I/5, A30 & Sex Offenders only	1	1	1	1*	1	0
<b>Athletic/Tennis Shoes</b>  (2 Styles, to include a high top for male inmates) - <b>Photo image of the sole to be placed in the inmate Property file when purchased.</b> Solid inner sole only, no hollow areas or cavities accessible from within the shoe.  *Central Unit Only ** Deck Shoes Only	1 pr.	1	1	1	1*	0**	0
<b>FEMALE INMATES ONLY</b>							
<b>Sports Bra</b>	1 ea.	1	1	1	1	1	1
<b>TOBACCO<sup>①</sup></b>							
<b>Cigarettes - Generic (Up to 2 varieties Filtered and up to 2 varieties Unfiltered such as Menthol, Regular, 100s etc.)</b>	1 pkg	10	10	7	0	0	0
<b>Tobacco - Rolling (loose) with rolling papers, .65 oz.</b>	1 pouch	24	24	12	0	0	0
<b>Cigarette Roller Kit</b>	1 ea.	1	1	1	0	0	0
<b>Tobacco; Chewing/Dip (Up to 2 varieties; 1 Dip, 1 Chew) (Non-metal container ONLY)</b>	1 ea.	7	7	5	0	0	0

① Inmates that are I/5 due to a smoking violation, with an override to other than an I/5 Unit, shall not be allowed to purchase tobacco products. They may otherwise shop per their units authorization.

**ATTACHMENT A - DEPARTMENT ORDER 909  
INMATE STORE/PROPERTY LIST**

AUTHORIZED STORE LIST		Inmate Populations Level 5 Unit is to include: SMU I (Double Bunk A30 and Sex Offenders),Central Unit and SMU II Death Row No store privileges for Intake inmates at Reception Centers/Units					SMU I (including DI 67) SMU II  SMAs  Disciplinary Isolation
ITEM  (All items/products subject to availability. Product style, color, packaging, size, weight, characteristics, etc. may vary)							
Inmates entering the ADOC from other jurisdictions with personal property shall be authorized to retain any property item which complies with the specifications and requirements of that property item as authorized in current policy. The property item shall be examined by qualified staff and approved by the Deputy Warden of the Unit.  							

<b>RELIGIOUS ITEMS</b>		<b>APPROVED BOOK, ETC., MUST CONFORM TO THE NUMBER PERMITTED IN THIS DEPARTMENT ORDER AND BE RECEIVED FROM THE SOURCE APPROVED IN THIS DEPARTMENT ORDER.</b>				
<b>All Religions</b>	<b>BIBLES, TORAH, KORAN/QU-RAN, LOTUS SUTRA OR SACRED WRITINGS OF OTHER RELIGIOUS GROUPS THAT HAVE DEPARTMENT APPROVAL; CONCORDANCES, BIBLE; DICTIONARIES OR OTHER SUPPLEMENTARY BOOKS USED TO STUDY SACRED WRITINGS. (For level 5 units books are to be paperback.)</b>					
<b>RELIGIOUS</b> items documented as normally used in the practice of the inmate-s chosen religion, not posing a threat to the safe, secure and orderly operation of the institution, with all items capable of being stored within a 9@x 12" x 4" box (box does not count as one of the seven items). Exceptions to the size limitations may be granted by the Pastoral Activities Administrator, in consultation with the Warden, for essential items not available in a size that will allow them to fit into the box described above. These are <b>STORE PURCHASE ONLY</b> items, with the exception of any item not appropriate for store purchase (e.g., eagle feather, receipt or possession of which is limited to enrolled members of tribes recognized by the Bureau of Indian Affairs and may require a permit from the U.S. Fish and Wildlife Service.) A list of approved items shall be maintained in the Pastoral Activities Administrator-s office, with an updated list distributed monthly to all institutions.		7				
		Although individual religious articles are no longer specifically described item by item, and current policy only cites the total possession quantity allowed for these items, inmates shall be allowed to retain, in their possession, any previously approved and authorized religious items, they shall not be confiscated.				
<b>ARTS &amp; CRAFTS</b>						
<b>PAINTING/ART</b>						
Water color set (maximum of 36 colors and 3 brushes)		1	1	0	0	0
Water color tablet (12"x16", maximum of 40 sheets, no metal binding)		1	1	0	0	0
Acrylic paint, 2 oz., plastic bottle (primary colors; red, yellow, blue, black & white)		5	5	0	0	0
<b>GREETING CARDS</b>						
Card Stock (maximum 53"x73")		20	0	0	0	0
Pencils, colored (various colors)		24	0	0	0	0
Markers, felt tip, water based only (various colors)		24	0	0	0	0
Eraser, non-pliable		2	0	0	0	0
Glue, white, maximum 4 oz. bottle		1	0	0	0	0
Construction paper, sheet (various colors)		100	0	0	0	0
Scissors, all plastic		1	0	0	0	0

**ATTACHMENT A - DEPARTMENT ORDER 909  
INMATE STORE/PROPERTY LIST**

<p align="center"><b>AUTHORIZED STORE LIST</b></p>	<p align="center"><b>Inmate Populations</b>  <b>Level 5 Unit is to include: SMU I (Double Bunk A30 and Sex Offenders), Central Unit and SMU II Death Row</b>  <b>No store privileges for Intake inmates at Reception Centers/Units</b></p>					<p align="center"><b>SMU I</b> (including DI 67)  <b>SMU II</b>   <b>SMA's</b>   <b>Disciplinary Isolation</b></p>
<p align="center"><b>ITEM</b>                       (All items/products subject to availability. Product style, color, packaging, size, weight, characteristics, etc. may vary.)</p> <p>Inmates entering the ADOC from other jurisdictions with personal property shall be authorized to retain any property item which complies with the specifications and requirements of that property item as authorized in current policy. The property item shall be examined by qualified staff and approved by the Deputy Warden of the Unit.</p> <p>Female inmates, in Intake/Reception status, are authorized store privileges for the purchase (or debit of their account, if they have had no money placed on deposit) of panties, over-the-counter medications, health and hygiene items only (this is not to include food, make-up and other items not qualifying under the categories listed).</p>	Level 2 Unit	Level 3 Unit	Level 4 Unit	Level 5 Unit	CDU/CB6 Detention Status	
Ruler, 12 inch, maximum, flexible plastic	1	0	0	0	0	0
<b>DRAWING</b>						
Pencils, colored (various colors)	24	24	0	0	0	0
Markers, felt tip, water based only (various colors)	24	24	0	0	0	0
Chalk, colored, Artist's type (various colors)	24	0	0	0	0	0
Drawing tablet, (12"x16", maximum of 40 sheets, no metal binding)	1	1	0	0	0	0
Scissors, all plastic	1	1	0	0	0	0
Ruler, 12" maximum, flexible plastic	1	1	0	0	0	0
Eraser, non-pliable	2	2	0	0	0	0
Charcoal pencils	6	0	0	0	0	0
<b>ORIGAMI/PAPER CRAFT</b>						
Construction paper, maximum 16"x16" sheet	100	100	0	0	0	0
Cellophane paper 16"x16" sheet (including: hologram, glitter, glow in the dark or prism paper)	50	50	0	0	0	0
Scissors, all plastic	1	1	0	0	0	0
Ruler, 12" maximum, flexible plastic	1	1	0	0	0	0
<b>STICK CRAFT</b>						
Craft Sticks (12"x12"x12", maximum project size)	1000	0	0	0	0	0
Glue, White, maximum 4oz bottle	1	0	0	0	0	0
<b>PLASTIC MODELS</b>						
Model, maximum 15"x15" (glue assembly required)	1	0	0	0	0	0
Model, maximum 15"x15" (assembles by snap together pieces only)	0	1	0	0	0	0
Paint Kit; 12 color cups, 2 brushes, mixing tray (non-toxic acrylic)	1	0	0	0	0	0
Model glue, non-toxic	1	0	0	0	0	0
<b>BEADING</b>						
Prepackaged kit (small project type, i.e., 1 bracelet/1necklace), plastic needle only	1	0	0	0	0	0
<b>PUZZLES</b>						
Jigsaw (only), 24"x24" maximum, flat only, no 3D	2	2	0	0	0	0

**ATTACHMENT A - DEPARTMENT ORDER 909  
INMATE STORE/PROPERTY LIST**

AUTHORIZED STORE LIST	<b>Inmate Populations</b> Level 5 Unit is to include: SMU I (Double Bunk A30 and Sex Offenders), Central Unit and SMU II Death Row No store privileges for Intake inmates at Reception Centers/Units					<b>SMU I</b> (including DI 67) <b>SMU II</b>  <b>SMA's</b>  <b>Disciplinary Isolation</b>
<div>ITEM</div> <div>(All items/products subject to availability. Product style, color, packaging, size, weight, characteristics, etc. may vary)</div> <div>Inmates entering the ADOC from other jurisdictions with personal property shall be authorized to retain any property item which complies with the specifications and requirements of that property item as authorized in current policy. The property item shall be examined by qualified staff and approved by the Deputy Warden of the Unit.</div> <div>Female inmates, in Intake/Reception status, are authorized store privileges for the purchase (or debit of their account, if they have had no money placed on deposit) of panties, over-the-counter medications, health and hygiene items only (this is not to include food, Amake-up® and other items not qualifying under the categories listed).</div>	Level 2 Unit	Level 3 Unit	Level 4 Unit	Level 5 Unit	CDU/CB6 Detention Status	

<b>JEWELRY</b> <b>Ring</b> (Wedding band ONLY)(During initial intake/reception to ADC, or when an approved marriage occurs)(Value not to exceed \$150.00) NOTE: For females only, wedding and engagement rings, which are worn together on the same finger as a set, shall be counted as one ring ***NOT A STORE PURCHASE ITEM*** <div>1 ea.</div>	1	1	1	1	1	1
<b>Wristwatch</b> (All plastic)(Time display ONLY, no calculator)(Value not to exceed \$25.00) <div>1 ea.</div>	1	1	1	1	1	1
<div><b>PUBLICATIONS</b></div> <b>Magazines</b> ***NOT A STORE PURCHASE ITEM***	5	5	5	5	3	3
<b>Books</b> , may include a subject-specific dictionary, such as for religious study, (State- issue/loan books do not count against limit) (For level 5 units books are to be paperback.) ***NOT A STORE PURCHASE ITEM***	7	7	7	7	3	4
<b>Cassette Tapes</b> Blank, recordable tapes are special order only for those inmates authorized the use of an appliance with recording capability. Note: all cassette tapes must be clear (see-through) plastic and contained in a clear (see-through) plastic container. Pre-recorded tapes must be mailed by the manufacturer or record store only and be factory sealed. Pre-recorded tapes from churches and/or religious groups and addressed to specific inmates are allowed and do not have to be factory sealed.	20	15	15	10	5	5
<b>Newspapers</b> (Not more than 10 days out of date) ***NOT A STORE PURCHASE ITEM***	2	2	2	2	0	1
<div><b>APPLIANCES</b></div> <b>Electric Shaver</b> (No attachments) (Replacement heads for types sold through the store only, one-for-one exchange only) <div>1 ea.</div>	1	1	1	1	0	0

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<b>ITEM</b>  (All items/products subject to availability. Product style, color, packaging, size, weight, characteristics, etc. may vary.)  Inmates entering the ADOC from other jurisdictions with personal property shall be authorized to retain any property item which complies with the specifications and requirements of that property item as authorized in current policy. The property item shall be examined by qualified staff and approved by the Deputy Warden of the Unit.  Female inmates, in Intake/Reception status, are authorized store privileges for the purchase (or debit of their account, if they have had no money placed on deposit) of panties, over-the-counter medications, health and hygiene items only (this is not to include food, make-up and other items not qualifying under the categories listed).	Level 2 Unit	Level 3 Unit	Level 4 Unit	Level 5 Unit	CDU/CB6 Detention Status	

<b>Walkman-style AM/FM radio, with cassette (player only); battery operated only; with stereo headphones (C@ jack). Clear see-through case (preferably with security screws)</b> 1 ea.  An inmate currently in possession of an appliance with recording capability may retain possession of the appliance if mandated in a current Court Order issued to the inmate.  An inmate may request the use of an ADC tape recorder for personal or other correspondence when a condition, such as, literacy level, medical condition (temporary or permanent) or other need as deemed by the Deputy Warden of the Unit is present. Medical or Education may be required to verify a conditional need for the use of a tape recorder.	1	1	1	1	1	1
<b>Television (13" color or 12" Black &amp; White, with hardwired 6-8 ft. cord. An 8 ft. coaxial cable is to be included)</b> Note: Must be self-programmable w/o remote; w/o speaker(s) or speakers must be disconnected at time of manufacture; no external antenna, C@ headphone jack. May include an earbud set. Clear, see-through case (preferably with security screws).  <b>Coaxial cable - 8 foot (one-for-exchange only)</b>	1	1	1	1	1	1
<b>Calculator (Solar ONLY) (All Plastic) Note: Maximum size of 5x5x1 inches, no memory, ONLY basic numerical data, no password capability</b> 1 ea.	1	1	1	1	0	0
<b>Immersion Heater(Cup warmer)</b>	1	1	0	0	0	0
<b>Desk Lamp, AC powered only (clip-on, all plastic)</b>	1	1	1	1	0	0
<b>Extension Cord (3 outlet)</b> *SMU I only based on cell configuration and compliance with DI 140	0	0	0	1*	0	1*

**ATTACHMENT A - DEPARTMENT ORDER 909 - INMATE STORE/PROPERTY LIST**

<b>CLOTHING, BEDDING and MISCELLANEOUS</b> Items That Are Found To Be Altered Or Used For Other Than The Intended Purpose May Be Confiscated, Discipline May Be Issued And Reimbursement May Be Pursued.	<b>State Issue</b>	<b>Level 5 Units</b>	<b>Level 3 &amp; 4 Units</b>	<b>Level 1 &amp; 2 Units</b>	<b>SMUs SMAs &amp; CDUs</b>	<b>Female Inmates Only</b>
T-Shirts, with sleeves; inmates with Medical authorization may purchase additional long-sleeved T-Shirts from the Store, up to the authorized limit	3	7	7	7	7	7
Undershorts, males only	3	7	7	7	7	0
Socks, pair, white only	3	7	7	7	7	7
Panties <span style="float:right">*indigent inmates are authorized to receive a quantity of 7, as state-issue</span>	3 or *7	0	0	0	0	10
Bras, no underwire	3	0	0	0	0	4
<b>NIGHTWEAR</b>						
Pajamas	2	0	0	0	0	2
Robe, no hood, State issue only	1	0	0	0	0	1
<b>OUTER GARMENTS</b>						
Shirt(outer), pullover style, V-neck (AKA: scrub or smock)	3	0	3	3	0	3
Pants, solid color, plain pockets <span style="float:right">*Central Unit Only</span>	3	*3	3	3	0	3
Belt(only for inmates that have been issued pants - not for use with jump suits) <span style="float:right">*Central Unit Only</span>	1	*1	1	1	1	1
Headwear, baseball cap <span style="float:right">*Central Unit Only</span>	1	*1	1	1	0	1
Jacket*see >Special Need Clothing<-section	1	*0	1	1	*0	1
Jumpsuit (velcro closure) <span style="float:right">*Excluding Central Unit</span>	0	*3	0	0	3	0
<b>ATHLETIC CLOTHING</b>						
Sweat Pants	0	2	2	2	0	0
Sweat Shirts	0	2	2	2	0	0
Athletic Shorts	0	2	2	2	0	0
<b>FOOTWEAR</b>						
Boots, work, brown or black						
Any shoe, except athletic shoes, worn by an inmate must have a 2x2x2 1/4" cut into the heel						
**Issued at the discretion of the Warden, Deputy Warden or Administrator on an as-needed basis by the Institution (not to be issued at Reception Centers) for employment/work, or other conditions as required	1	**1	1	1	*0	1



ATTACHMENT A - DEPARTMENT ORDER 909 - INMATE STORE/PROPERTY LIST						
CLOTHING, BEDDING and MISCELLANEOUS Items That Are Found To Be Altered Or Used For Other Than The Intended Purpose May Be Confiscated, Discipline May Be Issued And Reimbursement May Be Pursued.	State Issue	Level 5 Units	Level 3 & 4 Units	Level 1 & 2 Units	SMUs SMAs & CDUs	Female Inmates Only
*Inmates in SMUs, SMAs or CDUs are restricted to wearing either deck or shower shoes only						
ATTACHMENT A - DEPARTMENT ORDER 909 - INMATE STORE/PROPERTY LIST						
CLOTHING, BEDDING and MISCELLANEOUS Items That Are Found To Be Altered Or Used For Other Than The Intended Purpose May Be Confiscated, Discipline May Be Issued And Reimbursement May Be Pursued.	State Issue	Level 5 Units	Level 3 & 4 Units	Level 1 & 2 Units	SMUs SMAs & CDUs	Female Inmates Only
Deck shoes      *Only for issue to mental health patients under <u>psychiatric treatment</u>	*1	*1	*1	*1	*1	*1
<b>LINENS</b>						
Wash cloths	3	3	3	3	3	3
Towels	2	2	2	2	2	2
Blankets	2	2	2	2	2	2
Pillow case	1	1	1	1	1	1
Pillow	1	1	1	1	1	1
Sheet, bed	2	2	2	2	2	2
Bag, clothing/laundry	1	2	1	1	2	1
<b>MISCELLANEOUS</b>						
Clip for Identification Card:    *Issued during intake to prison system **Not to be sold to, or possessed by, inmates in units where the clip is restricted by local operating procedures	*1	**1	**1	**1	**1	**1
<b>SPECIAL NEED CLOTHING</b> A.    Straw hat, (made available to inmates working in the sun) B.    Work crew uniforms (jump suits) C.    Gloves D.    Safety shoes E.    Jacket F.    Sweatshirt G.    Thermal underwear H.    Stocking cap	Issued at the discretion of the Warden, Deputy Warden or Administrator on an as-needed basis by the institution (not to be issued at Reception Centers) for employment/work, or other conditions as required, and recorded on the Inmate Property Inventory					

**At certain custody levels/areas; some clothing and bedding items may be restricted and jump suits may be issued**